

STATE OF TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE BURIAL SERVICES SECTION

500 JAMES ROBERTSON PARKWAY NASHVILLE, TN 37243-1145 PHONE (615) 741-5062 FAX (615) 532-1903 http://funeral.tn.gov

MEMORANDUM

TO:

All Funeral Establishments

FROM:

Robert B. Gribble

Executive Director

DATE:

February 6, 2009

SUBJECT:

PRENEED REPORT FORMS FOR ESTABLISHMENTS AND TRUSTEES

The prescribed forms for the annual reports of establishments and trustees are available on our web site: http://funeral.tn.gov and will not be mailed out from our office. If you are unable to access on-line forms, you may notify our office in writing and the forms will be sent to you via mail, provided that such notification will not extend the date the forms must be received by our office.

The preneed reports are for the calendar year of 2008, and they must be completed correctly and received by our office no later than March 15, 2009. Remember to include in these reports those preneed funeral contracts that were first trust funded and later converted to insurance products.

Establishments should print and forward the appropriate form to their trustee or forward to them the web site, so that the report can be completed, submitted and received by our office no later than the due date.

For an establishment that has "insurance only" preneed funeral contracts, complete the data for numbers 1 through 5 of the establishment report.

Any report required to be filed with our office that fails to contain any required information shall not be accepted by our office for filing and shall not toll the deadline for filing.

Failure to submit a required report when due may result in disciplinary action including the assessment of civil penalties and cost and the suspension or revocation of the preneed seller registration.